



CIVILIAN PERSONNEL ADVISORY CENTER FORT POLK, LOUISIANA 71459-5341



"A Return to Prominence -- The Year to Excel"

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NSPS Information

National Security Personnel System

On October 26, 2005, the Department of Defense and Office of Personnel Management announced the submission of final regulations for the National Security Personnel System to the *Federal Register*. The final regulations define the rules for implementing a new human resources system for DoD civilian employees regarding pay and classification, performance management, hiring, workforce shaping, disciplinary matters, appeals procedures and a new labor-management relations system. Final regulations may be downloaded from the NSPS web site when published in the Federal Register (<http://www.cpms.osd.mil/nsps>).

Significant Changes to Final Regulations

The final regulations contain a number of changes as a result of the 58,000 comments received during the public comment period and input from the labor organizations during the statutory meet and confer period. Some of the changes are technical in nature, but there are many substantive changes as well.

These changes will:

- Provide a reconsideration process for performance ratings (includes grievance arbitration for bargaining unit employees)
- Limit who can put out issuances that can override collective bargaining agreements (Secretary of Defense, Deputy Secretary, Principal Staff Assistants, such as Under Secretaries of Defense, or Secretaries of the Military Departments)
- Change the mitigation standard for adverse action penalties to a standard similar to that recognized by Federal Circuit Courts; new standard will still make mission impact a primary consideration that arbitrators and Merit Systems Protection Board (MSPB) Administrative Judges must consider
- Require use of multiple years of performance ratings for reduction in force
- Require written performance standards

- Establish a minimum 6% salary increase in promotions
- Allow the Secretary to authorize bargaining on procedures management follows when exercising operational management rights if Secretary determines that bargaining is necessary to advance the Department's mission or to promote organizational effectiveness, just to name a few.

Why NSPS?

DoD has a critical national security mission and must stay ahead of determined and dangerous adversaries. DoD needs the ability to act swiftly and decisively in response to national security threats and other mission needs. DoD civilians are integral to the Department's ability to successfully fulfill its mission. Consequently, DoD must be able to attract and retain highly talented and motivated employees who are committed to excellence. NSPS will provide DoD with a modernized system that will provide the essential tools to hire more quickly, offer competitive salaries, and compensate and reward employees based on their performance and contribution to the mission.

Key Events/Activities

- November 24, 2003, NSPS authorized by National Defense Authorization Act
- Summer 2004, Over 100 Focus Groups and 50 town hall meetings to gain input from employees, supervisors and employee labor organizations
- April-October 2004, DoD/OPM Design Teams with 38 participants in working groups developed the labor relations and appeals options
- January-December 2004, Labor organization meetings to gather input into design
- July-October 2004, DoD/OPM Design Teams with over 100 participants representing a cross section of DoD in working groups developed the human resources options
- February 14, 2005, Proposed Regulations published in Federal Register
- February-March 2005, Public Comment Period (over 58,000 comments received)
- April-June 2005, Meet and Confer with labor organizations
- October 2005, Final Regulations published

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NSPS Highlights

- Focuses and rewards personal contributions toward our Nation's defense
- Stimulates communications so employees know what's expected
- Encourages employees to take ownership of their performance and successes
- Increases pay based on performance and mission contribution
- Promotes broader skill development and advancement opportunities
- Labor Relations system respects employee collective bargaining rights and union participation, and meets Department's need to act swiftly to execute our mission
- Protects merit principles and due process rights and creates procedural efficiencies in resolving discipline or performance issues

What NSPS Does NOT Change

- Merit System Principles
- Whistleblower protections
- Rules against prohibited personnel practices
- Veterans Preference
- Anti-discrimination laws
- Fundamental due process
- Benefits (retirement, health and life insurance, leave and work schedules, etc.)
- Allowances and travel/subsistence expenses
- Training
- Other personnel systems in law
- Lab Demo organizations (until FY 08)

What Employees Can Expect

Employees Covered by NSPS - The vast majority of DoD civilian employees will be covered by these regulations. Certain categories of employees are excluded, including intelligence personnel and employees in the DoD laboratory organizations specified in the NSPS law. However, there are some employees who will only be covered by certain provisions. NSPS Labor Relations provisions will be implemented across the entire Department once final regulations are issued and effective, and will cover all DoD employees currently covered by the labor relations provisions of title 5, Chapter 71. The final regulations contain guidance concerning which employees are eligible to be covered by NSPS.

Performance Management - The linchpin of NSPS is performance management. The goal is straightforward – employees should clearly know what is expected of them, know how what they do supports the mission and strategic

goals, and should have confidence in their managers' ability to recognize and distinguish levels of performance. Similarly, employees should be held accountable for their performance and should expect the quality of their performance and their contributions to the mission to be a major factor in decisions regarding salary increases or performance bonuses. Employees, supervisors, and managers will be provided with training opportunities that will be designed to reinforce this and to equip them with the skills and tools that will assist them in this transformation.

Transition from General Schedule to Pay Banding - One of the most fundamental changes is a pay banding structure to replace the General Schedule. Under NSPS, pay increases will be based on performance – not time-in-grade. Compensation will also be based on market conditions – providing for increases based on occupation and locality, rather than assuming that all occupations should be compensated equally. The combination of market-based pay and the culture of accountability that accompanies a performance-based compensation system will foster a work environment that attracts, rewards, and retains the best talent for the Department of Defense.

Labor Management Relations Supports National Security Mission

– To ensure the Department has the flexibility to carry out its vital mission, the regulations ensure that the Department can act as and when necessary. The Department has preserved collective bargaining for DoD employees. While the final regulations modify the scope of bargaining, they strike a balance between employee interests and DoD's need to accomplish its mission effectively and to respond swiftly to ever-changing national security threats. An independent National Security Labor Relations Board will be established to expeditiously resolve issues between management and employee representatives.

Adverse Actions Processes are Streamlined - While the vast majority of DoD employees perform their jobs day in and day out with the utmost level of professionalism and dedication, occasionally situations dictate performance and/or disciplinary corrective measures. Recognizing the critical nature of the Department's mission, NSPS has been designed to provide for the expeditious and fair handling of these actions. Accordingly, these regulations provide a 15-day notification period for taking adverse actions. Additionally, the identification and use of Mandatory Removal Offenses is allowed, but not before they are publicized in the Federal Register and regularly made known to all employees. These new processes are designed to be easier to understand and are streamlined to include quicker resolution of employee appeals. Employee due process remains protected, as does the ability to file negotiated grievances that end in binding arbitration and adjudication by the Merit Systems Protection Board.

Key Elements of the National Security Personnel System

General	Classification	Compensation
<ul style="list-style-type: none"> * Consistent with merit system principles and prohibitions against prohibited personnel practices * Protects veterans' preference * Establishes continuing role of Office of Personnel Management (OPM) 	<ul style="list-style-type: none"> * Creates simple, flexible system * Positions grouped in broad career groups and pay schedules based on nature of work, career patterns, competencies * Flexibility to assign employees new or different work * Movement through pay band based on performance, contribution, increased responsibility or job complexity * Position descriptions require much less detail 	<ul style="list-style-type: none"> * Performance replaces longevity as basis for individual pay increases * Can attract, develop, retain, and reward high-performing employees through appropriate compensation * Provides framework for movement towards market sensitive pay * Allows greater flexibility in pay setting upon promotion, reassignment and hiring * Employees rated as unacceptable do not receive pay increases
Performance Management	Staffing & Employment	Workforce Shaping
<ul style="list-style-type: none"> * Fosters high-performance culture * Aligns performance goals and expectations with mission goals * Requires written performance objectives * Requires ongoing feedback and communication between supervisors and employee * Performance includes conduct and behavior * Requires ratings that reflect meaningful distinctions in employee performance * Retains employee right to seek reconsideration through negotiated grievance process or administrative reconsideration process 	<ul style="list-style-type: none"> * Ability to adapt quickly to mission needs * Streamlined promotion and hiring process * Ability to create DoD hiring authority * Provides pay setting flexibilities * Ability to create DoD-specific qualification requirements * Veterans' Preference Rights protected 	<ul style="list-style-type: none"> * Streamlined, mission responsive * More emphasis on performance * Four retention factors remain; tenure, veterans' preference, performance, and seniority * Less disruptive to employees and mission * Veterans' Preference rights protected
Adverse Actions	Appeals	Labor Relations
<ul style="list-style-type: none"> * Establishes single, streamlined process of taking actions based on performance and/or conduct * Shortened time limits to expedite the process * Establishes authority to identify mandatory removal offenses (to be identified) * Retains due process and protections against whistleblowers and discrimination 	<ul style="list-style-type: none"> * Creates streamlined process * Preserves due process * Expedited appeals process * Retains Merit System Protection Board (MSPB) and arbitration * Changes burden of proof to single "preponderance" standard * Limited penalty mitigation 	<ul style="list-style-type: none"> * Recognizes DoD's national security mission and need to act swiftly * Preserves collective bargaining with limits on scope of bargaining * Provides for continuing collaboration with unions in developing implementing issuances on matters historically not subject to collective bargaining * Establishes Independent National Security Labor Relations Board to adjudicate labor disputes

When Will These Changes Happen?

It will take time and effort to fully implement NSPS. To allow ample opportunity for training and program evaluation, we will convert employees into NSPS over the next few years. Spiral 1, the first group, includes those employees currently in GS, GM, or Acquisition Demonstration projects in selected DoD organizations. Employees in non-GS pay systems, including wage grade employees, will be in Spirals 2 and 3.

Early FY 2006

- Implement Labor Relations System across DoD for employees currently covered by Chapter 71, title 5 United States Code
- Commence training
 - Employees: HR Elements for Employees; Performance Management for Employees
 - Managers/supervisors: HR Elements for Managers/Supervisors; Performance Management for Managers/Supervisors;

Pay Pool Management for Managers/Supervisors

- HR Practitioners: HR Practitioners Course

Early CY 2006

- General Pay Increase for all eligible civilian employees
- Implement Spiral 1.1, ~65,000 employees

Spring 2006

- Implement Spiral 1.2, ~48,000 employees

Fall 2006

- Performance cycle ends for Spirals 1.1 and 1.2
- Implement Spiral 1.3, ~160,000 employees

Early CY 2007

- First performance based payout under NSPS for Spirals 1.1 and 1.2

Early CY 2008

- Performance-based payout for all of Spiral One

Still to Come

Employee Transition Plan (Spiral Strategy) - Once Spiral One has been implemented; DoD will assess and subsequently certify the performance management system. The second spiral will include Federal Wage System employees, overseas employees, and other eligible employees. Spiral Three will comprise the DoD labs currently excluded by the NSPS statute, should the Secretary of Defense make the determination to include them.

Continuing Collaboration and Development of Implementing Issuances – The Department will engage in continuing collaboration with employee representatives in developing implementing issuances. These issuances will provide the details for carrying out the provisions included in the NSPS regulations. This collaboration process will provide employee representatives an opportunity to submit written comments and discuss their views on human resources management issues. Continuing collaboration provides an historic opportunity for employee representatives to have input into the development of the Department's human resources management system, as well as certain aspects of the adverse actions, appeals, and labor relations programs.

Establishment of the National Security Labor Relations Board (NSLRB) - The NSLRB is an independent board that resolves issues between management and employee representatives, including the scope of bargaining, duty to bargain in good faith, negotiation impasses, and exceptions to arbitration

awards. The Board will be composed of at least three members, appointed by the Secretary. Members must be distinguished citizens of the United States who are well known for their integrity, impartiality, and expertise in labor relations and/or national security matters. DoD labor unions will be asked to provide nominees for the Secretary's consideration.

Additional Key Program Aspects

Communications Efforts – Employees across the Department will be kept informed of program plans and changes. The comprehensive communications program will include town hall briefings, lists of frequently asked questions, Employee Fact Sheet, articles in local and base newspapers, and extensive use of Component and DoD Web Pages. Additionally, DoD Fact Sheet Final NSPS Regulations and Component leaders will facilitate discussions and interactions between management and employees on program changes.

Training – The NSPS training plan is a comprehensive, well-planned learning strategy to prepare the DoD workforce for the transition to NSPS. Specialized courses for all of the functional areas covered by the NSPS regulations, tailored for specialized audiences (e.g., supervisors/managers, human resources practitioners, attorneys, and non-supervisory employees). These courses will cover pay banding, staffing flexibilities, performance management, labor relations, the appeals process, and other matters. Managers and supervisors, including military managers and supervisors, will be given extensive training to ensure their understanding of the system and the key role they play. NSPS Program Managers will provide more specific information on training courses, dates, and schedules.

NOVEMBER MANDATORY TRAINING

Mandatory Training for FY 05 will be conducted during the employee's birth month. Employees and their supervisors have the opportunity to choose between two dates to attend the training. Everyone is required to attend this training.... Mark your calendar and plan to attend.



The November 2005 training dates are:

01 November 2005

16 November 2005

The location of the training for the above class dates is the new Library/Education Center, Bldg. 660.

The schedule of training is as follows:

0800-0930 - Alcohol and Drug Abuse

0930-0940 - break

0940-1010- Security

1010-1020 - break

1020-1120 - DA Ethics Training

1140-1240 - Lunch

1240-1540 - E/POSH



**"Thanksgiving Day comes, by statue,
once a year; to the honest man it
comes as frequently as the heart of
gratitude will allow."**

--Edward Sandford Martin

Happy Thanksgiving!



Federal Health Benefits (FEHB) Open Season & Health Fair

**Open season for the FEHB Program will be
November 14 thru December 12, 2005.**

There are many significant plan changes that will take place in 2006 to include terminations of plans and plans reducing their service areas by terminating enrollment codes. If your plan falls under either of these categories, you must enroll in another plan during Open Season in order to retain health benefits coverage.

Some plans will be reducing their service areas without terminating an enrollment. Employees enrolled in those plans may elect another health plan during open season or travel to the plan's remaining service area to receive benefits.

You may obtain open season information from the Army Benefits Center-Civilian's website <https://www.abc.army.mil>. You are encouraged to review your current health plan in order to determine whether it will meet your needs for the upcoming year. All changes made during the open season must be completed electronically via the EBIS/IVRS systems of the ABC-C not later than December 12, 2005. The ABC-C IVRS toll free number is 1-877-276-9287.

In conjunction with FEHB Open Season, the Civilian Personnel Advisory Center will be hosting a Health Fair on **Tuesday, 15 November 2005, 0930-1430, at the new Fort Polk Library and Education Center, Colorado Avenue, Building 600, Room #101.** Employees may obtain information on Health Benefits Plans while at the health fair or speak with the FEHB representatives that will be attending.

Frequently Asked Questions About FEHB Open Season

Q. When will my open season change to the new coverage be effective?

A. The effective date of the open season change is the first day of the first full pay period in January. For annuitants this date will always be January 1. In 2006, for example, the effective date will be January 8 for most non-postal employees.

Q. I changed my health insurance during the open season and haven't received an identification card from my new plan and it is now after the effective date of the new enrollment. What can I do?

A. If you are a current Federal employee, you should contact The Army Benefits Center – Civilian (ABC-C) at 1-877-276-9287 and ask them to find out on what date and carrier report number your enrollment information was forwarded to your new health insurance carrier. With this information, your new carrier will be able to locate your enrollment data and forward ID cards to you.

If you are an annuitant, call your plan. If they tell you they haven't gotten the paperwork yet from your retirement system, you may contact your retirement system. If you are a Civil Service Retirement System (CSRS) annuitant or a Federal Employees Retirement System (FERS) annuitant, contact OPM at retire@opm.gov.

Before contacting your retirement system, have your annuity information ready, for instance, your name, civil service annuity number (beginning with CSA or CSF), phone number and address, and information about your plan, such as the carrier enrollment code.

Q. My plan decided to stop participating in the FEHB Program for the next contract year. What happens if I don't make an enrollment change during the open season because I want to be covered by my spouse's private health insurance plan?

A. By regulation, an employee who does not change the enrollment during the open season is considered to have canceled the plan in which enrolled. The cancellation is effective the day before the first day of the first full pay period in January. The plan is responsible for providing coverage only through midnight of that date. If you're not sure of the date, you should contact ABC-C and not the plan for the effective date.

You should be aware that you are not entitled to a 31-day extension of coverage because the action is considered a cancellation not a termination. You cannot reenroll in the FEHB Program until the next open season. Also, this is considered a break in coverage. The 5-year requirement to continue your enrollment into retirement will begin when you reenroll in the FEHB Program. If you are within five years of retirement, you will have to work additional time to be eligible to continue your enrollment into retirement.

If you are an annuitant, you are deemed to have enrolled in the standard option of the Blue Cross and Blue Shield (BCBS) Service Benefit Plan. OPM deems annuitants into the standard option of BCBS because the law doesn't permit annuitants to enroll in the FEHB Program. If annuitants cancel their FEHB enrollment, they can never reenroll.

Q. I made an open season enrollment change. If I have to go to the doctor after January 1, which plan do I contact?

A. Your new plan is NOT responsible for providing coverage until the effective date of your enrollment change which for most employees is the first day of the first full pay period in January. If you need medical services before the effective date

of your open season enrollment, you should contact your old plan. Please remember, while the new enrollments are not effective until the first full pay period in January, the new plan benefits are effective January 1. Your old plan, therefore, will provide coverage according to the new contract. These expenses will count toward your prior year's deductible. If you are an annuitant, you should contact your new plan. Your open season enrollment is effective January 1.

Q. My HMO stopped participating in the FEHB Program and now I have no plans where I live. What can I do?

A. We are disappointed that we have not been able to offer HMO selections in all areas of the country. If Federal enrollees have HMOs in their local areas that do not currently participate in the FEHB Program, we encourage them to ask their HMOs to consider the FEHBP market for their geographic areas. New plan application packages for the FEHB Program are available at www.opm.gov/insure/carriers/index.asp. Applications are due to OPM by January 31 of each year for the next contract term. You may not be eligible to enroll in an HMO plan but there are seven fee- for-service plans available nationwide to all Federal employees and annuitants. These plans are: Alliance, APWU Health Plan, Blue Cross and Blue Shield Service Benefit Plan, GEHA Benefit Plan, Mail Handlers, NALC, and PBP Health Plan. Please review the brochures of each of these plans to determine which plan best meets your medical needs.

BJAC "Health Awareness"

**BJAC "Health Awareness" Reducing
Your Risk for Type 2 Diabetes CPT
Aaron P. Crombie, MS, RD**

November is National Diabetes Awareness Month.

Diabetes is a disease that affects over 14 million Americans, and it is thought that many more have diabetes, but are not yet diagnosed. Diabetes is also the sixth greatest cause of death in the United States. More and more Americans are also overweight (64% adults over the age of 20) or obese (20% of adults over the age of 20), and this fact is important to consider because being overweight or obese makes you at up to 4 times more likely to be diagnosed with Type 2 Diabetes, or what is more commonly referred to as adult-onset diabetes. To determine if you are overweight or obese, you must first know your Body Mass Index (BMI), which can be calculated at the CDC's website, where you just enter your height and weight into the BMI calculator.

A high BMI is also associated with increased risk for high blood pressure, high cholesterol, coronary artery disease, sleep apnea, and stroke to name a few.

Center for Disease Control's website
(<http://www.cdc.gov/nccdphp/dnpa/bmi/calc-bmi.htm>)

If you are overweight or obese, you can reduce your BMI, and thereby greatly reduce your risk for Type 2 Diabetes by simply reducing your weight, or if you have Diabetes and are overweight, you can better control your blood sugars by losing weight. To lose weight you must reduce the number of calories you consume, or increase the number of calories you expend or burn, or do both.

The first thing you should do is examine your eating habits, and take a look at the beverages you are drinking that contain significant amounts of calories, such as regular sodas, sports drinks, sweetened teas, and even juice. Calorie-containing beverages, aside from 1% or skim milk, should be minimized as they provide little nutritive value to the diet, yet supply you with many unnecessary calories that make it difficult to lose weight. For example, you could eat an orange for 2-3 times less calories than what we consider a normal glass of orange juice. You can switch to diet sodas, flavored waters, or fitness waters rather than regular sodas. You can also use artificial sweeteners in your tea instead of sugar.

Secondly, you need to reduce the amount of higher calorie foods or their portion size, and replace them with low calorie, high fiber fruits, vegetables, and whole grains. The idea is to include more calorie sparse, nutrient dense foods in your daily eating. Start every supper meal with a dark green salad with light dressing, salsa, or vinaigrette. Add more lettuce, tomato, onions, and peppers to your sandwiches at lunch, but hold the mayo. Choose a broth-based vegetable soup rather than cream-based. Eat more fruit for snacks. And start everyday with breakfast, even if it's just peanut butter on whole wheat toast.

Now, as far as burning more calories, you need to perform more activity, which not only means regular, structured exercise, but increasing the calories burned in day to day activities. This can include taking the stairs instead of the elevator, washing your car by hand, mowing your own lawn rather than paying for these services, or by parking further away from stores or restaurants as opposed to driving around trying to find that up-close space.

The American College of Sports Medicine recommends up to 60 minutes of activity, 6-7 days per week. Those 60 minutes can be done all at once, or spread throughout the day. Start with 15 minutes, gradually working up to the 60 minute goal. Find a work out buddy or make it a family activity. Ideally, you should include aerobic or cardio exercises to burn calories and fat, weight or resistance training to build or tone muscle and boost your metabolism, as well as flexibility training to reduce your risk of injury and help improve your performance of other activities. If you join a gym, and don't know how to work the equipment or perform the exercises, ask questions and learn. If you live near a park, go to the park and walk. Don't succumb to excuses; find the motivation to make healthy eating and physical activity a habit.

Moderating portion size and reducing empty calorie foods in your diet and incorporating more exercise and activity into your lifestyle can help you reduce your risk for Diabetes and other chronic conditions, as well as improve your energy level and quality of life.

For more information on Diabetes or to attend the Multidisciplinary Diabetes Education, you may contact Bayne- Jones Army Community Hospital Nutrition Care Division at 531-3129.

“American Diabetes Association’s Diabetes Risk Test”

Health Promotion Program

Bayne-Jones Army Community Hospital

Take this test to see if you are at risk for having diabetes. Diabetes is more common in African Americans, Hispanics/Latinos, American Indians, Asian Americans, and Pacific Islanders. If you are a member of one of these ethnic groups, you need to pay special attention to this test.

Write in the points next to each statement that is true for you. If a statement is not true, put a zero. Then add your total score.

1. I am a woman who has had a baby weighing more than nine pounds at birth. Yes 1 _____
2. I have a sister or brother with diabetes. Yes 1 _____
3. I have a parent with diabetes. Yes 1 _____

4. My weight is equal to or above that listed in the chart. Yes 5 _____
5. I am under 65 years of age and I get little or no exercise. Yes 5 _____
6. I am between 45 and 64 years of age. Yes 5 _____
7. I am 65 years old or older. Yes 9 _____

TOTAL

Scoring 10 or more points

You are at high risk for having diabetes. Only your health care provider can check to see if you have diabetes. See yours soon and find out for sure.

Scoring 3-9 points

You are probably at low risk for having diabetes now. But don't just forget about it. Keep your risk low by losing weight if you are overweight, being active most days, and eating low fat meals that are high in fruits and vegetables, and whole grain foods.

At-Risk.sup.* Weight Chart

Body.sup.* Mass Index

Height in feet & inches without shoes	Weight in pounds without clothing	Height in feet & inches without shoes	Weight in pounds without clothing
4' 10"	129	5' 8"	177
4' 11"	133	5' 9"	182
5' 0"	138	5' 10"	188
5' 1"	143	5' 11"	193
5' 2"	147	6' 0"	199
5' 3"	152	6' 1"	204
5' 4"	157	6' 2"	210
5' 5"	162	6' 3"	216
5' 6"	167	6' 4"	221
5' 7"	172		

If you weigh the same as or more than the amount listed for your height, you may be at risk for diabetes.

COPYRIGHT 2000 American Diabetes Association; COPYRIGHT 2000 Gale Group

In recognition of National Diabetes Awareness Month, the Health Promotion Program & Nutrition Care Division at Bayne-Jones Army Community Hospital will be providing blood sugar screening & awareness information at the Post Exchange on Friday 4 November 2005 from 10 AM to 1 PM. Bayne-Jones Army Hospital offers a multidisciplinary Diabetes Education Class on the 1st & 2nd Wednesday of each month. For more information on the class or to schedule yourself or a family member you may call Nutrition Care Division at 531-3129 or Health Promotion at 531-6880.

Inform yourself!

**Often diabetes goes undiagnosed because many of its
symptoms seem so harmless.**

For more information visit the American Diabetes Association web-site at www.diabetes.org



GREAT AMERICAN SMOKEOUT

Patricia Taylor, RN
Health Promotion Program
Bayne-Jones Army Community Hospital

The American Cancer Society's Great American Smokeout on November 17th 2005 is the day when all tobacco users have an opportunity to kick the habit. In support of this cause the Health Promotion Program of Bayne-Jones Army Community Hospital (BJACH) is sponsoring and/or participating in several activities:

Participants will be encouraged to sign a contract to go "Cold Turkey" for 24 hours or commit to never start using tobacco. In recognition of their decision each participant will be eligible to win an Aqua Massage, a complimentary pass to community recreation activities or services or a turkey from the Commissary.

SCHEDULE OF ACTIVITIES

Information Booths- to distribute literature, information & smokeout survival kits:

14 November – BJACH 1000-1300

16 November – BJACH & PX 1000-1300

Tobacco Cessation education & displays:

10 November – South Polk School Age services – grades 1- 6 (1530-1600)

10 November – Siegfried Youth Center School Age services – grades 1-8 (1605-1650)

10 November – Teen Center (1700-1730)

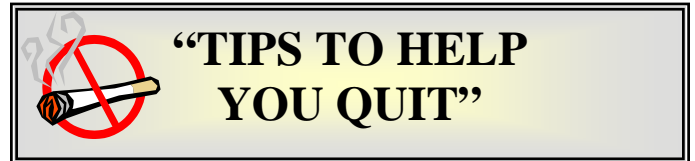
17 November – Leesville High School JROTC (0800-1400)

Leesville Dare Officers – will conduct a poster coloring contest for Fort Polk elementary grades 2-4. First, second and third place winners will receive a gift.



Depending upon where you live in the US, a habit of one pack per day can cost up to \$1800 per year.

--Source: USMC National Health Naval Research Center – San Diego, CA



"TIPS TO HELP YOU QUIT"

Patricia Taylor, RN
Health Promotion Program
Bayne-Jones Army Community Hospital

Tobacco use is the most serious risk factor for heart disease, stroke and lung and other cancers, yet it is *totally controllable*. Simple, right? Wrong. If anyone ever told you that quitting smoking or chewing was easy, don't believe it. It's not easy, but it is worth it. Fortunately, when you understand why it's hard to quit, you can begin to develop ways to make quitting easier and help you stay off tobacco for life.

Understand Withdrawal

Tobacco is addictive, both physically and psychologically and when you quit, you will go through withdrawal. You may experience mood swings, lightheadedness, fatigue, or restlessness, among other symptoms. These physical symptoms last for approximately one week. Knowing what to expect beforehand and understanding that your symptoms will get better in just a few days can help you get through nicotine withdrawal.

Prepare Substitutes

Chewing or Smoking is as much a behavior as it is an addiction. Get ready to substitute other behaviors when you quit: brush your teeth, chew sugarless gum to keep your mouth satisfied, keep your hands busy – take up a hobby like craft making or model-building during leisure times or fiddle with a paperclip, worry beads, a straw or pencil when you're at work.

Seek Support

It always helps to have other people's support for any behavior change. Tell your family, friends, and co-workers that you're quitting. Ask for their encouragement – particularly while you're going through nicotine withdrawal and may be a bit on edge. You might also encourage someone else to try to quit with you and offer each other support.

Keep Busy

Keep your mind busy by planning your entire day. Change your routine so you can avoid the habit. For instance, don't linger over that last cup of coffee in the morning while reading the paper, or sit at the table for a long time after you have finished dinner. Go for a walk, play with the kids, or get involved in some other activity. Don't sit in your smoking chair while watching TV.

Reward Yourself

We all enjoy a pat on the back for a job well done. Quitting smoking or chewing whether it is for a day, month, year, or lifetime deserves the same recognition. Rewards are powerful tools toward maintaining a tobacco free lifestyle. The key is

to make them readily available and specific. For example: listening to your favorite music, sleeping in, and buying yourself something special, picking up a new hobby or resuming an old one. It doesn't have to cost a lot and is only limited by your imagination.

GREAT AMERICAN SMOKEOUT IS 17 NOV 2005.

If you're thinking about quitting but just hadn't made a final decision when to stop, why not make your quit day a day to remember. You'll have many others joining you and supporting your decision. If you've made the decision to quit but need help in doing so you may contact the Health Promotion Program at 531-6880 to be scheduled for the tobacco cessation program.

“WHY QUIT QUIZ”

Health Promotion Program Bayne-Jones Army Comm. Hospital

Try this little quiz to determine some of the reasons why people choose to quit smoking:

1. The life expectancy of the person who has never smoked is
 - a. 12 years longer.
 - b. 10 years longer.
 - c. 7 years longer.
 - d. 5 years longer.
2. Smoking even one cigarette has important health consequences for the body. It
 - a. Increases the heart rate
 - b. Increases blood pressure.
 - c. Lowers skin temperature in the fingers and toes.
 - d. All of these.
3. The chief immediate benefit to the person who quits smoking is
 - a. Social, (The smoker immediately becomes more acceptable in society.)
 - b. Cosmetic, such as cleaner breath and clearer skin.
 - c. An immediate drop in the likelihood of suffering sudden death.
 - d. An immediate drop in the likelihood of developing lung cancer.
4. In addition to increased oxygen flow and blood circulation, these symptoms improve or disappear shortly after quitting:
 - a. Coughing spells.
 - b. Chronic shortness of breath.
 - c. Red and irritated eyes.
 - d. Excess sweating.

5. When a pregnant woman stops smoking she is
 - a. Likely to have a healthier baby.
 - b. Less likely to have delivery complications.
 - c. Less likely to introduce toxins such as carbon monoxide and nicotine into the system of her developing child
6. A pre-cancerous cell from the lung of a smoker who gives up cigarettes would:
 - a. Disappear.
 - b. Remain unchanged.
 - c. Continue on the road to malignancy.
 - d. Become normal
7. There are hair like structures in the lungs called cilia. In the lungs of the chronic smoker the cilia are paralyzed, leaving the lungs prey to disease agents. What happens to these structures when the smoker quits?
 - a. New cilia replace the old ones.
 - b. The paralyzed hairs resume their normal function.
 - c. They regain some of their former efficiency.
 - d. The cilia remain static, while the lung compensates for their inactivity.
8. The benefit to the heart associated with giving up one pack of cigarettes a day is the equivalent of losing in excess weight:
 - a. 10 to 20 pounds.
 - b. 30 to 50 pounds.
 - c. 50 to 75 pounds.

If you are interested in quitting tobacco, contact the Bayne-Jones Army Community Hospital Health Promotion Program at 531-6880.

ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. ogles@polk.army.mil
2. Call 531-4020

Suggestions will be reviewed and addressed if at all possible.

**//Original Signed//
DONALD R. MALLET
Director, Civilian Personnel
Advisory Center**

**HAVE A SAFE
& HAPPY
THANKSGIVING!**

